

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer for the fire department. Work of this class is primarily administrative in nature and involves the planning, directing, and coordinating of all activities of the fire department. The Fire Chief is responsible for managing fire suppression, training, fire prevention and arson investigation, and all related activities of the fire department, as well as for supervising the activities of all personnel employed by the fire department. Work of this class involves limited exposure to fire and emergency scene conditions; however, the Fire Chief is subject to call at all times and may direct and supervise operations at a fire or other emergency. The Fire Chief reports to and has work reviewed by the Commissioner of Public Safety.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the fire department. Sets management policies, goals, and objectives for the department. Participates in the research and planning for programs and activities of the department. Determines how the department should be organized, including number of operating units and distribution of such units. Conducts inspections and evaluates the effectiveness of the various divisions of the department. Takes appropriate action to correct or improve problem areas. Plans changes in department operations that will help the city obtain favorable ISO ratings.

Works with boards, agencies, unions, and related organizations whose rules and operations affect the work of the fire department. Studies existing and proposed legislation to determine if changes in department policies and procedures are needed. Conducts polls and surveys on problems relating to the fire service and organizes and analyzes data from such studies in order to formulate policy statements or policy changes for the department.

Informs the public about fire department work by giving talks and demonstrations. Serves as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the fire department or any related areas of emergency services.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Coordinates special projects related to the public image of the fire department. Acts as consultant for volunteer fire departments in surrounding areas.

Investigates complaints against department personnel and determines action to be taken. Develops a personnel recruitment and selection program and interviews prospective employees in order to make recommendations on hiring.

Manages the accounting for the money and assets of the fire department. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the departmental budget. Prepares revenue estimates and gathers other information to be used in compiling budgets. Prepares and submits an operating budget for the department.

Supervises the general care and maintenance of apparatus and equipment, vehicles, stations and grounds, and all related property of the department. Provides for repairs, maintenance, and required testing of all equipment. Reviews products, purchases equipment and supplies, and makes recommendations on major purchases for the department. Writes specifications for new equipment and prepares these for public bids.

Monitors and evaluates local conditions which may become fire or safety hazards. Enforces fire prevention laws and directs a program of fire inspections. Recommends changes in fire prevention codes.

Provides for the maintenance of all department records such as personnel records, records of activity, inventory records, or any others which may be required. Reads department correspondence and takes the action required. Writes reports required to document department operations or to facilitate the work of the fire department.

Manages all personnel of the fire department, directing and evaluating work performance, providing assistance when required, resolving employee complaints and grievances, and maintaining discipline. Provides for regular employee training at all levels within the department.

Responds to alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate. Directs emergency scene operations.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

After offer of employment, but before beginning work in this class, must pass a medical examination and/or a physical agility test prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least ten (10) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities **OR** must have a bachelor's degree or an associate degree in fire science, fire administration, or a related fire management curriculum and at least ten (10) years of progressively responsible experience in fire service positions. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation. Must also have at least twelve (12) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service

experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

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